

**PROCEDURES
TO OBTAIN PERMITS FOR EXCAVATION AND/OR
CONSTRUCTION OF SIDEWALK, DRIVEPAD, AND CURB & GUTTER**

CONTRACTOR:

1. TO PERFORM CONCRETE WORK, CONTRACTOR MUST HAVE A STATE LICENSE GA-01, GA-03 OR GA-98. (NEED COPY)
2. TO PERFORM EXCAVATION WORK, CONTRACTOR MUST HAVE A STATE LICENSE GF-09, GF-98, MM-98, EL-01 OR EE -98. (NEED COPY)
3. MUST POST A \$5,000 MAINTENANCE BOND USING CITY'S APPROVED FORM. (CONTRACTOR'S EXCAVATION BOND AND/OR CONTRACTOR'S SIDEWALK, DRIVEPAD, CURB & GUTTER BOND) **(NEED ORIGINAL)**
4. MUST POST A \$1,000 PERMIT FEE BOND USING CITY'S APPROVED FORM. **(NEED ORIGINAL)**
5. MUST PRESENT EVIDENCE OF AT LEAST \$1,000,000 IN LIABILITY INSURANCE COVERAGE. **(NEED ORIGINAL)** THE CERTIFICATE HOLDER SHOULD READ:

CITY OF ALBUQUERQUE
PUBLIC WORKS DEPT./PERMITS
P.O. BOX 1293
ALBUQUERQUE, NM 87103
ATTENTION: PAMELA LUJAN

6. MUST BE APPROVED BY THE EXCAVATION PERMIT SECTION PERSONNEL.

HOMEOWNER:

1. MUST BE THE PROPERTY OWNER.
2. HOMEOWNER CANNOT CUT OR REPLACE CURB AND GUTTER; MUST BE DONE BY CONTRACTOR. CONTRACTOR MUST OBTAIN PERMIT FOR CURB AND GUTTER BEFORE HOMEOWNER IS ISSUED PERMIT FOR DRIVEPAD.
3. HOMEOWNER MUST POST A \$1,000 HOMEOWNERS MAINTENANCE BOND USING CITY'S APPROVED FORM. **(NEED ORIGINAL)** (CITY ORDINANCE 6-5-5-8-8)
4. HOMEOWNER MUST PRESENT EVIDENCE OF \$500,000 LIABILITY INSURANCE COVERAGE ON THE PROPERTY WHERE THE CONCRETE WORK IS TO BE DONE.
5. MUST BE APPROVED BY THE EXCAVATION PERMIT PERSONNEL.

NOTE: **AS REQUIRED BY CITY ORDINANCE, ANYONE WORKING IN THE CITY RIGHT OF WAY IS REQUIRED TO OBTAIN A PERMIT.**

